

**ST JOSEPH'S PRIMARY SCHOOL**  
**8 KNOCKBRACKEN DRIVE**  
**CARRYDUFF**  
**BELFAST BT8 8EX**

**MAINTAINED PRIMARY SCHOOL**

**Telephone: 028 9081 3523**

**Fax: 028 9081 0209**

**E-Mail: [info@stjosephscarryduff.belfast.ni.sch.uk](mailto:info@stjosephscarryduff.belfast.ni.sch.uk)**

**Website: [www.stjosephscarryduff.com](http://www.stjosephscarryduff.com)**

**Principal: Mr D Donnelly**

**Chairperson of Board of Governors: Mrs P Neeson**

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**Admissions No. 60**

**Enrolment No. 436**

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### **Respective Functions of the Board of Governors**

The Board of Governors draws up the admissions criteria and delegates the responsibility for applying these criteria to the Principal to select children for admission to Primary 1 in September 2018.

### **Open Day (Parents)**

There will be an Open Morning for parents considering application to the school. This will take place on Monday 18<sup>th</sup> December 2017 between 9:15am – 11:30am. The Principal will address parents at 9:30am in the School Hall.

### **Open Day (Parents and Pupils)**

New Year One pupils and parents/ guardians are invited to meet staff on Thursday 24<sup>th</sup> May 2018 and you will be provided with further details in due course.

### **Admissions Criteria**

#### **St Joseph's Primary School**

Children who are not normally resident in Northern Ireland at the time of the proposed admission will not be considered for places until all applications from children residing in Northern Ireland have been dealt with.

The following criteria will be applied in the order set down 1-4.

***Parents should note that the deadline for providing new information for inclusion on their child's application form is Wednesday 28<sup>th</sup> March 2018***

- 1 Children of compulsory school age who have siblings i.e. defined as 'a child of the family' currently enrolled in St Joseph's Primary School (i.e. any year group from P1 to P7 inclusive). This includes children who are adopted, fostered and children of either party from a previous marriage.
- 2 Children of compulsory school age who normally reside in the upper end of the parish of Drumbo and Carryduff, which lies on the Carryduff side of Knockbracken Healthcare Park gates (to include Knockbracken Road, Brackenwood Crescent & Drive and exclude Bracken Hill, all areas on the Carryduff side of a line drawn as the crow flies between the junction of Old Saintfield Road and Saintfield Road and the junction of Ballycoan Road and Mill Road West).

- 3 Children of compulsory school age who reside in other parts of the parish of Drumbo & Carryduff.
- 4 Children of compulsory school age from outside the parish of Drumbo & Carryduff

In the event of over-subscription in any one of the above criteria selection will be on the basis of the following tie-breaking method applied in the order set down.

### ***Tie-breaking Method***

(a) Pupils will be selected for admission on the basis of the initial letter of their surname (as entered on the birth certificate) in the order set out below:

V P F Q H T M c Z Y K W B O' G U N M O R X S C I L M a c J E D A

This order was determined by a randomised selection of letters of the alphabet. In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order. In the event of two identical surnames the alphabetical order of the letters of the forenames will be used to determine selection.

- (b) If it is not possible to distinguish between applicants places will be allocated on the basis of chronological age (oldest first).
- (c) If it is still not possible to distinguish between applicants, places will be allocated by drawing lots.

***When considering which children should be selected for admission, the Board of Governors will only take into account information which is detailed on, or attached to, the application form. Parents should therefore ensure that all information pertaining to their child and relevant to the school's admissions criteria is stated on the application form or attached to it. An example of such information would include whether the child has siblings (i.e. 'a child of the family') at the school.***

**Please note, the closing date for the receipt of completed application forms is 12 noon on Wednesday 10<sup>th</sup> January 2018. Forms should be left in the school office.**

### **Duty to Verify**

***The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any application form.***

***If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.***

### ***Waiting List Policy***

***Applications for admission to P1 for September 2018 before the start of the school year.***

Letters will be issued on Thursday 26<sup>th</sup> April 2018 advising parents of the primary school in which their child has been placed/not placed. After this date, all applications for admission

to Year One that were initially refused, late applications, applications where new information has been provided and new applications received will be treated equally and the criteria as listed above will be applied. Your child's name will be added to this list automatically and, if a place becomes available, the school will contact you in writing. This waiting list will be in place until **31<sup>st</sup> August 2018**.

Parents must inform the school in writing if they wish to have their child's name added to a new waiting list which will take effect from 1<sup>st</sup> September 2018. Should parents wish to have their child's name retained on the Waiting List indefinitely, they must inform the school of that in writing at the start of each subsequent new school year i.e. September 2019, 2020, 2021 etc.

***Applications for places in P1-P7 after the start of the school year i.e. from 1<sup>st</sup> September 2018***

If a vacancy arises, and provided no class from P1-P4 exceeds 30 pupils, the above criteria will be applied to select pupils from the waiting list. It is the parents' responsibility to inform the school in writing that they wish to have their child's name added to the waiting list.

**Applications for Admission**

	<b>Total Applications (inc further preferences)</b>	<b>Total Admissions</b>
<b>2015/16</b>	74	60
<b>2016/17</b>	66	60
<b>2017/18</b>	72	67